

DEPARTMENT OF THE ARMY

Vacancy Announcement Number: NEGE04729110

Opening Date: March 18, 2004

Cut off Date: April 8, 2004

Position: Program Support Assistant (OA), GS-0303-6/FPL: 06

Salary: \$30,762 - \$39,996 Annual

Place of Work: US Army Engineering District, Baltimore, Washington Aqueduct Division, Maintenance Branch

Duty Station: Washington, DC

Position Status: This is a Permanent position -- Full Time

Number of Vacancies: 1

Duties: Provides program and clerical support to Branch Supervisory personnel. Ascertains requirements, adapts procedures, performs and supervises all phases of program support services to professional and wage grade employees. Duties require knowledge of Army and District regulations-and directives. Performs a variety of complex administrative duties: Establishes procedures for handling program support matters. Organizes files, records, & reports. Schedules appointments and conferences. Receives and segregates mail and contract modifications. Composes/types various routine and complex reports in final form. Performs time & attendance. Receives telephone calls and visitors. Provides support for personnel administration. Aids in development of training programs. Maintains budget for training. Maintains modifications and claims register. Compiles and summarizes statistical data, & prepares reports for distribution. Prepares financial data. Uses a computer word processor and/or typewriter.

Who May Apply:

- All Federal employees serving on a career or career-conditional appointment.
- Transfer Eligibles
- Department of Defense employees serving on a Career or Career Conditional Appointment.
- Army employees serving on career or career conditional appointments or equivalent.
- Reinstatement eligibles.
- Veterans eligible under Veterans Employment Opportunities Act of 1998. (VEOA)
- Interagency Career Transition Assistance Plan (ICTAP) eligibles.

Qualifications:

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to a variety of complex program support, secretarial and office automation duties to include working knowledge of regulations and directives concerning maintenance and repair work service contracts, personnel, property and budgetary information; maintaining files;

scheduling appointments; preparing correspondence with procedural and grammatical accuracy; and using office automation equipment.

IN ADDITION: Applicant must be a qualified typist with the ability to type at least 40 WPM. Number of words applicant can type per minute MUST be stated on application/resume for consideration. Applicants may meet this requirement by passing the appropriate performance test, presenting a certificate of proficiency from a school or other organization authorized to issue such certificates by the Office of Personnel Management, local office, or by self-certifying their proficiency.

Typing - Any Grade: Qualified typist is required (40wpm).

GS-06 and above: One year of experience directly related to the occupation and equivalent to the next lower grade level. Education is not creditable, however, graduate education may be credited in those few instances where the graduate education is directly related to the work of the position.

One year of experience in the same or similar work equivalent to at least the next lower grade or level requiring application of the knowledge, skills, and abilities of the position being filled.

Other Information:

- Permanent Change of Station (PCS) expenses are not authorized.

Other Requirements:

- Secret security clearance required.
- You will be required to provide proof of U.S. Citizenship.
- License/Certification: Valid State Drivers License
- Male applicants born after December 31, 1959 must complete a Pre-Employment Certification Statement for Selective Service Registration.
- Direct Deposit of Pay is Required.

How to Apply:

- Self-nomination must be submitted by the closing date.
- Resume must be on file in our centralized database.
- If your resume is currently in our central database, you may Self-Nominate by going to the CPOL/CPOC Vacancy Announcement Board <http://cpolrhp.army.mil/ner/index.html> , key (or cut and paste) the announcement number into the Search - Announcement field (found at the bottom of the page), click on GET ANNOUNCEMENT, then follow link within THAT announcement to self-nominate.
- Click here to use the Army Resume Builder (https://cpolst.belvoir.army.mil/rb/rb_entry.cgi) to create your resume. Follow the instructions in this vacancy announcement to apply for the job.

Point of Contact: Taunya L. Stewart, NE Civilian Personnel Operations Center, 410 306 1208

THE DEPARTMENT OF THE ARMY IS AN EQUAL OPPORTUNITY EMPLOYER.

Applicants will receive appropriate consideration without regard to non-merit factors such as race, color, religion, sex, national origin, marital status, sexual orientation except where specifically authorized by law, age, politics or disability which do not relate to successful performance of the duties of this position. Otherwise qualified applicants with disabilities who need reasonable accommodation may notify the agency Point of Contact on this announcement of their need.

SELECTION FOR THIS POSITION IS SUBJECT TO RESTRICTIONS RESULTING FROM DEPARTMENT OF DEFENSE REFERRAL SYSTEM FOR DISPLACED EMPLOYEES.